

DEPARTMENT OF BENEFIT PAYMENTS

May 15, 1974



ALL-COUNTY LETTER NO. 74-91

TO: ALL COUNTY WELFARE DEPARTMENTS

SUBJECT: STAFF TRAINING REPORT

REFERENCE:

This letter is a request that you furnish us certain data on staff training activities in your county. These data are needed for a staff development expenditures report we are required to prepare for the Department of Health, Education and Welfare each fiscal year.

Please provide us the following counts pertaining to employee participation data for the fiscal year 1973-74:

	<u>Number of employees</u>
1. Aggregate number of employees attending workshops and seminars	_____
2. Employees granted educational leave - Total	_____
a. Full-time	_____
b. Part-time	_____

To assist you in reporting the data, we have defined the items as follows:

1. Workshops and seminars refer to any training activities (regardless of duration), attended by one or more employees. They include special training sponsored by your department or by other organizations, but exclude your department's regular orientation-induction and continuing in-service training programs.
2. To arrive at the aggregate number of employees, an employee is counted each time he attends a different training session.

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Superseded by

ACL #77-15

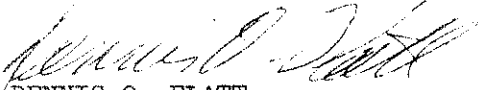
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3. Part-time educational leave includes the total number of employees who are granted released time from the working day to attend educational institutions or extension courses.

This information should be mailed to the Program Information Bureau, Mail Station 12-81, or provided by phone (916) 322-2230 or (ATSS) 492-2230, before July 31, 1974.

Sincerely yours,



DENNIS O. FLATT
Deputy Director
Welfare Program Operations

cc: CWDA